

MEMORANDUM FOR: DDI Office Directors & Staff Chiefs

We are asked to provide General Walters with the usual rundown on key organizational developments during his absence (1-8 August). Please give me any contributions, or a negative response, by noon, 8 August.

Neil

Date 4 August 1975

FORM 101 USE PREVIOUS
5-75 EDITIONS

Preparation of Briefing Books for the Director and Deputy Directors

1. As a general rule, we should not report in the briefing book on items which will be presented to them separately, such as minutes of the Morning Meeting, intelligence publications, correspondence, cables, etc.

2. We should include a brief, concise, up-to-the-minute statement about significant things that have happened during their absence about which they should be made aware as promptly as possible. Normally, if we refer to correspondence, it should be summarized rather than enclosed. There may, of course, be exceptions. Some events may not lend themselves to adequate coverage in the briefing book. In this case, it might be desirable to include enough to alert them and follow up with a fuller briefing at their earliest convenience or submit a fuller memorandum. Trivia or routine things about which they have no need to learn promptly, if at all, should not be included.

3. As to format, the briefing book will include exactly what is served up. In order that the total package may have some uniformity, material should be prepared on 8 x 10¹/₂ paper suitable for insertion in a three-ring looseleaf notebook.

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EXECUTIVE SECRETARIAT

Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	GC				
11	LC				
12	IG				
13	Compt				
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
19					
20					
21					
22					
SUSPENSE					
		Date			

Remarks:

PLEASE FORWARD CONTRIBUTIONS TO A briefing book for General Walters to cover the period 1 August through 8 August.

To 19 & 20: Presume you will give him an oral fill in.

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